Colchester Public Schools
Application for Approval of Field Trip

2/2/22

Overview: This form must be completed by all staff to request approval of a field trip.

Directions:

1. Complete the form attaching all applicable documentation and submit to your administrator. The application must be submitted **at least two weeks prior for in-state** field trips, and t**wo weeks and two months prior for out-of-state** trips.
2. The Administrator will recommend or not recommend. If approved, the form must be sent to the Superintendent.
3. The Superintendent will either recommend or not recommend and will bring to the Board of Education if the request is for an out-of-state field trip.
4. If applicable, the Board of Education reviews and makes the final decision.

Today's Date: 1-27-2022

Field Trip Information

Applicant Name: T. Kessler	**Method of Transportation:** bus ordered 1/27
School: BA	**Bus Service Number(s)** *(if applicable)*: 2/2/22
Grade(s) and Group(s): JAZZ BAND Gr 10-12	**Number of Students:** 20
Date(s) of Trip: Saturday, April 9, 2022	**Number of Day(s) of Trip:** 1
Event: UMass Amherst Jazz Festival	
Destination: UMASS DEPT of MUSIC	**Phone Number:** 860-437-6956
Address (for each destination): 151 PRESIDENTS DR AMHERST MA 01003 9330	**State:** MA
Time of Departure From School: 8AM **Time of Arrival Back at School:** 5PM	**Special Clothing and/or Equipment Required:** As necessary

Student Cost Information

***Cost to Student:** $ 20	**Suggested Student Pocket Money:** $ 20

Supervision Information (List names of all employees, other chaperones, and cell phone number for each)

1. **Name:** T Kessler	**Cell Phone:** [redacted]
2. **Name:** M. CHENEY	**Cell Phone:**

List all adult chaperones: Ratio of adult chaperones to students must be at least: 1:5 for Grades K-2, 1:8 for Grades 3-5; 1:10 for Grades 6-8; and 1:15 for Grades 9-12 (one-day trips) or 1:10 (overnight trips)

Administrator Signatures

Applicant Signature T Kessler

Administrator's Signature ☑ Recommended ☐ Not Recommended

Superintendent's Signature ☑ Recommended ☐ Not Recommended

Board of Education (if applicable)

Board of Education Meeting Date: ☐ Recommended ☐ Not Recommended

Bus Information

Bus Reservation Date:	**Price of Bus(es): $**

*If a trip to a foreign country, please complete and attached the CIRMA insurance application and notify parents of coverage

Field Trip Instructional Plan

Colchester Public Schools

Field Trip Location(s): UMass Amherst

Reference Check: Visited site on: 11/15/21 *or* Spoke with: Proff. Jeff Holmes

Name: T Kessler (Teacher(s) completing this form) **Grade/Group:** 10-12

Instructional Focus of Trip

- **This field trip is directly related to curriculum** ☑ Yes ☐ No
- **Curriculum Unit(s):** Perform
- **Specific Curriculum Standards Addressed by Field Trip** (please refer to CT Core and disciplinary standards):

  Perform for audience and for Judges
  Listen to other bands

- **Assessment of Student Learning** (describe or attach the work students will complete upon their return to convey the learning):

  Judge's assessment

Trip Agenda/Activities: List/attach entire break out of times for each day. Include travel time and all activities. Attach additional sheet if needed.

DATE/TIME	LOCATION	ACTIVITY
8AM 3-25	BA Auditorium	Pick up
10AM	UM	Arrival
Noon	UM	Performance
1PM	UM	Clinic
3PM	UM	Prepare to leave
5PM	UM	BA/Home

Approvals:

Department Chair (High School Only)	1.27.22	☐ Approved	☐ Denied
Principal	1/28/22	☑ Approved	☐ Denied
Director of Teaching and Learning	2/7/22	☑ Approved	☐ Denied

Field Trip Cost Form

Date(s) of Trip: [redacted] APRIL 9, 2022

Event: UMass Amherst Jazz Festival

M&J Bus(es) ONLY

Number of Students:

20

Estimated Hours for trip: 300
(Add 1 hour pre/post trip)

Number of Buses: 1

Per Student Calculations:

	M&J Bus(es) ONLY	Coach Bus(es) ONLY
Admission per student:	10	
Miscellaneous Fees per student:	10	
Total admission and miscellaneous fees:	$200	

Cost of Bus	$300	
Total Field Trip ***Cost per Student:**	$25	

Additional Costs:

Number of Substitute Teachers	0
Rate per Day	
Special Education costs	
Cost Associated if Nursing Required	
Total ***Cost to District:**	$500
Total ***Cost of Trip:**	$500

Alternate funding for trip provided by:

***Insert these costs on the accompanying Field Trip Application**

Form updated 5.27.21

FOR INFORMATION ONLY

24th ANNUAL UMASS HIGH SCHOOL JAZZ FESTIVAL
SATURDAY APRIL 9th, 2022 UMASS MUSIC DEPT

School_____

Director_____

School Address_____

_____

Phone_____

E-Mail_____

Number of Ensembles_____
$175 for one ensemble; $150 each for two or more

Approx total Number of students and chaperones/directors_____

any special needs?_____

Checks should be made out to: University of Massachusetts Amherst
Memo: High School Jazz Festival 2022

Deadline for form and payment: March 18, 2022. Please mail to:

Andrew Wilcox
Dept of Music & Dance – 273 East
151 Presidents Dr. Ofc. 1
University of Massachusetts
Amherst, MA 01003-9330

Contact info: **Andrew Wilcox (Jazz TA)**
umassjazzfest@gmail.com

NOTE: there is separate admission to the evening concert featuring Anat Cohen

Ticket purchasing info from the Fine Arts Center will be provided in a separate document

If you have any questions about that concert, please contact the Fine Arts Center Box Office at 413-545-2511

M & J BUS INC.

TRANSPORTATION REQUEST FORM

PLEASE USE THIS FORM TO REQUEST BUS TRANSPORTATION. ALL ORDERS BEING PAID BY COLCHESTER PUBLIC SCHOOLS MUST BE ACCOMPANIED BY A PURCHASE ORDER. CALL FOR A PRICE QUOTE. FILL IN THE FORM BELOW AND FAX IT TO OUR OFFICE AT 860-537-2625. PLEASE SIGN THE FORM AS YOUR APPROVAL TO BOOK THE TRIP AT THE QUOTED PRICE. WE WILL THEN BOOK THE BUS AND RETURN A SIGNED COPY BY AN M&J EMPLOYEE TO LET YOU KNOW WE RECEIVED THE ORDER. PRICES ARE SUBJECT TO CHANGE IF THE TIMES OR DESTINATION OF THE TRIP IS CHANGED IN ANY WAY.

BILLING TIME IS ½ HR BEFORE DEPARTURE TIME AND CONTINUES THROUGH ½ HR AFTER RETURNING TO DEPARTURE POINT.

TODAYS DATE: 2/2/22

PERSON PLACING ORDER: Susan McKiernan

SCHOOL OR ORGANIZATION: BA

PHONE NUMBR: (8) 537-2370

NUMBER OF BUSES REQUESTED: one - 20 student s

TRIP DATE: 4/9/22 TRIP PICKUP TIME: _____

PICKUP LOCATION: Bacon

DESTINATION: UMASS, Music, 151 Presidents Dr, Amherst MA 01003 9330

TIME LEAVING DESTINATION: 3.00 PM

TIME BUS WILL ARRIVE BACK AT PICK UP: 5.00 PM

DROP-OFF / PICK-UP: _____ OR BUS TO STAY: _____

(4 HR MINIMUM FOR DROP & PICK / 2 HR MINIMUM FOR BUS TO STAY)

***NOTE – M & J BUS INC. RESERVES THE RIGHT TO REFUSE TO DO TRIPS AS DROP-OFFS & PICK UPS BASED ON THE LOCATIONS AND TIMES.**

BASED ON THE INFORMATION ABOVE, THE COST, PER BUS, FOR THIS TRIP IS: _____

PURCHASE ORDER #: _____ OR C.O.D. _____

M & J BUS INC. AND ITS EMPLOYEES ARE NOT RESPONSIBLE FOR ANY ITEMS LOST, STOLEN, OR LEFT ON BUS.

TO RESERVE THE BUS/ES FOR THIS TRIP, PLEASE SIGN, DATE, AND FAX BACK TO US AT 860-537-2625

IF YOU HAVE ANY QUESTIONS, PLEASE CALL GREG CORDOVA @ 860-537-2622.

SIGNATURE: _____ DATE: 2/2/22

CONFIRMATION SIGNATURE (M & J BUS INC)

SIGNATURE: _____ DATE: _____